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MAY 30 1995

From: Commandant  
To: Distribution

Subj: AUXILIARY PERSONNEL ADMINISTERING LICENSE AND MERCHANT  
MARINE DOCUMENT EXAMINATIONS AT REMOTE AREAS FOR REGIONAL  
EXAMINATION CENTERS


1. Enclosure (1) is a Memorandum of Understanding (MOU) between the Chief Director, Auxiliary (G-NABx) and the Chief, Merchant Vessel Personnel Division (G-MVP) establishing guidelines for Coast Guard Auxiliary personnel to administer license and merchant marine document (MMD) examinations at remote areas. The contributions and suggestions submitted by several REC's to improve the draft MOU are greatly appreciated.
2. The enclosed MOU defines procedures for the Coast Guard Auxiliary to assist OCMI's in administering license and MMD examinations. The Auxiliary, through this MOU, can provide OCMI's with the qualified personnel needed to successfully accomplish this mission. The substitution of Auxiliary personnel for REC personnel will reduce the cost to the trip sponsor and his/her clients and free up REC personnel resources.
3. The MOU requires G-MVP to fund the reimbursable orders when required. Auxiliarists are authorized the same travel entitlements as civilian employees of the Coast Guard. In general, mileage, parking and per diem for food and lodging are reimbursable. The total cost for Auxiliarists to assist in remote area testing should be minimal, including mileage and per diem for lunch.
4. The key to the program's success will be the qualifications, training and availability of the Auxiliarists selected for the test administration program. The MOU establishes prerequisites which must be satisfied before an Auxiliarist can qualify as an Auxiliary Examination Specialist; however, OCMI discretion may be used to modify the training for examination procedures.
5. Each OCMI with an REC should first determine how many Auxiliarists they need to administer license and MMD examinations in their area and then develop a training plan through the appropriate Director of Auxiliary.
6. Nothing in the MOU precludes an OCMI from assigning Auxiliarists to augment in the administration of license or MMD examinations in the REC.

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CENTERS

7. OCMI's with RECs are encouraged to contact their local Director of Auxiliary to begin immediate implementation of the program. Enclosure (2) is a list of Directors of Auxiliary.

8. If you have any questions on this new program or suggestions to improve it, please contact CDR GLOVER of (G-MVP) at (202) 267-0225 or LCDR SWANSON of (G-NAB-1) at (202) 267-1002.

  
K. L. ERVIN  
By Direction

  
A. A. SARRA, JR  
By Direction

Encl: (1) Memorandum of Understanding  
(2) List of Directors of Auxiliary

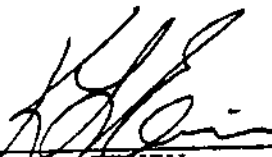
Dist: All Marine Safety Offices  
All Directors of Auxiliary

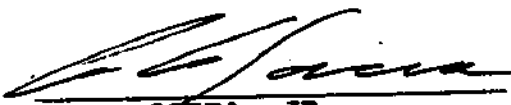


MEMORANDUM OF UNDERSTANDING (MOU)  
G-NABx AND G-MVP

SUBJ: AUXILIARY PERSONNEL ADMINISTERING EXAMINATIONS AT REMOTE  
AREAS FOR REGIONAL EXAMINATION CENTERS (REC's)

1. The Coast Guard administers license and merchant marine document (MMD) examinations at remote areas on a reimbursable basis.
2. REC personnel are responsible for and have been trained in examination administration procedures for the conducting of Traveling Examination Team (TET) trips. However, with only 17 REC's to cover the entire United States, the Coast Guard does not have the personnel to conduct these trips without adverse effects on the REC workload.
3. Coast Guard Auxiliary personnel working through the local REC may be assigned to augment or replace a TET to administer license or MMD examinations at remote areas.
4. In FY-94, 86 TET trips were conducted by REC personnel nationwide. The level of Auxiliary participation will depend on their proximity to the examination location.
5. The attachment outlines the procedures for Auxiliary personnel to qualify for the administration of license and MMD examinations.

  
K. L. ERVIN  
Captain, U.S. Coast Guard  
Chief, Merchant Vessel  
Personnel Division

  
A. A. SARRA, JR  
Captain, U.S. Coast Guard  
Director of Auxiliary

Attachment

ENCLOSURE (1)